



# Foreign Affairs Manual

## 6 FAM – General Services

**Change Transmittal:** GS-145

**Date:** January 6, 2005

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## 6 FAM 120

# AUTHORIZATION AND PROCUREMENT OF TRAVEL AND RELATED ITEMS

### Changes

1. In this subchapter, all references to Form OF-144, Temporary Duty (TDY) Official Travel Authorization, which is now Form DS-144, and to Form OF-206, Purchase Order, Receiving Report and Voucher, which is now Form DS-2076, have been revised. In addition, the latest versions of Form DS-144 (revised 10/2004) and Form DS-2076 (revised 3/2004) are shown in 6 FAM Exhibit 125.21-2 and in 6 FAM Exhibit 128.4-11A, respectively. Also, the Office of Directives Management (A/RPS/DIR) has altered the way it now numbers exhibits and these changes are reflected in the subchapter.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in italic and dark magenta. Other than formal titles, the italic will be removed the next time the material is updated. Only current changes will appear in italic. Italic provides an historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 6 FAM 120 (issued under CT:GS-137, 08-18-2004; 70 pages) and replace it with revised subchapter 6 FAM 120 (71 pages).

2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:GS-145, and initial.

## **Distribution Notice**

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2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(A/LM/OPS/TTM/TM)**